

**DISTRIBUTION CODE/ADDRESS SPECIFICATIONS FOR
STATEMENT OF BENEFITS
WISCONSIN RETIREMENT SYSTEM**

NOTE: The *Statements of Benefits* will be delivered to you consistent with your selection of one of the four available options:

- Distribution Code Order
- Employee Home Address
- Distribution Code Order with Home Address
- Printed Alphabetical Order

Statements of Benefits for employees with no distribution code or address on file will appear in alphabetical order at the front of the group.

1. Specifications for Paper Reporting:

Employers submitting distribution codes/addresses on paper reports must follow the same data format explained below for disk and FTP reporters.

2. Specifications for Disk or FTP Reporting:

Employers submitting distribution codes/addresses on disks have two methods to create data and submit using disk or FTP:

- (Preferred method) Create an address file using specific data formatting; or
- Create an Excel Spreadsheet and save it as a Formatted Text (Space delimited) (*.prn) file format that allows automatic uploading to ETF's system.

A. (Preferred Method) Create an Address File Using Specific Data Formatting

FIELD NAME	FIELD POSITION	LENGTH	TYPE*
Employer Number	1 – 7	7	Numeric
Employee Social Security Number	8 – 16	9	Numeric
Employee Name	17 – 46	30	Unspecified
Distribution Code	47 – 59	13	Unspecified
Address (line 1)	60 – 89	30	Unspecified
Address (line 2)	90 – 119	30	Unspecified
City	120 – 147	28	Unspecified
State	148 – 149	2	Unspecified
Zip	150 – 154	5	Numeric or blank
Zip Extension	155 – 158	4	Numeric or blank

- * **Numeric** = Field must be numeric.
Unspecified = Any combination of character allowed—alpha/numeric/blank.
Numeric or Blank = Field must be numeric or blank.

B. Create an Excel Spreadsheet and save it as a Formatted Text (Space delimited) (*.prn) file format that allows automatic uploading to ETF's system, you must:

1. Set each column to the specified width identified in the chart; AND
2. Create a column for each field even if you do not intend to use it.

Column	Field Name	Field Position	Length	Column Width	Cell Format
A	Employer Number	1 – 7	7	7.22	General
B	Employee SS #	8 – 16	9	9.22	General
C	Employee Name	17 – 46	30	30.22	General
D	Distribution Code	47 – 59	13	13.22	General
E	Address (line 1)	60 – 89	30	30.22	General
F	Address (line 2)	90 – 119	30	30.22	General
G	City	120 – 147	28	28.22	General
H	State	148 – 149	2	2.22	General
I	Zip	150 – 154	5	5.22	General
J	Zip Extension	155 – 158	4	4.22	General

Your file cannot be uploaded to our systems if the above format is not followed.

NOTE: When entering your Employer Identification Number (EIN), you may need to format the cell to text, enter the information, and change the cell format back to general after you enter the EIN.

After all of the information has been entered, save the data by following the steps below:

1. Select 'File.'
2. Select 'Save as.'
3. Name your document CDADXXXX (XXXX is the four digits of your EIN number. Example: For an EIN of 9999-000, the naming convention would be CDAD9999). No other naming convention is acceptable.
4. Change the file type to a Formatted Text (Space delimited) (*.prn) file.
5. Select 'Save.'

NOTE: After this file has been created, you can either send the codes and addresses to ETF via disk or by the FTP method of transmission.

DISK/FTPFORMATS: We can process floppy disks in the following formats:

IBM PC-DOS or MS-DOS compatible
3.5 inches, double-sided, 720KB

3.5 inches, double-sided, 1.44MB

RECORDING MODE: ASCII standard code

RECORD LENGTH: 158 bytes per record, fixed length

FILE NAME: Use **CDAD** and the four digits of your EMPLOYER IDENTIFICATION NUMBER (EIN). If your EIN is 4623000, the naming convention would be **CDAD4623**.

A disk file may consist of multiple disks as long as the following filename conventions are adhered to:

If a file consists of more than one disk, the filename **CDAD4623** will contain a 3 digit numeric extension. This extension will indicate the sequence of the disks within the file. For example, the first disk will be named **CDAD4623.001**, the second disk will be **CDAD4623.002**, etc.

FILE CONTENT: File content must follow specific data format specifications as defined in this section. Deviations from the prescribed formats will not be acceptable. Files with unrecognized data or critical errors will not be processed. Disks will be returned for correction. If errors exist on the FTP file, ETF will contact the employer and request that a new corrected file be sent and the file with the error will be deleted.

SUBMIT ADDRESS FILES TO ETF:

- DISKS: Department of Employee Trust Funds
Technical & Network Services Bureau
P.O. Box 7931
Madison, WI 53707-7931
- FTP The secure FTP site as explained in the instructions you received when originally approved for FTP transmittal.
- PAPER REPORTS: Department of Employee Trust Funds
P.O. Box 7931
Madison, WI 53707-7931

Questions should be directed to:

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